

**Functional Series [100](#)**  
**Agency Organization and Legal Affairs**

**INTERIM UPDATE 05-06**

**SUBJECT:** Annual Requirement to file the Confidential Financial Disclosure Form (OGE-450)

**NEW MATERIAL:** Bureau AMS's and Mission EXO's have designated those employees required to file the OGE-450 for this cycle, which covers the period from October 1, 2004 through September 30, 2005. FORMS CANNOT BE SIGNED AND DATED ANY EARLIER THAN OCTOBER 1, 2005. Any questions about designations should be directed to your AMS/EXO.

**EFFECTIVE DATE:** 09/13/2005

POLICY

USAID/General Notice  
GC/EA  
09/13/2005

Subject: Annual Requirement to file the Confidential Financial Disclosure Form (OGE-450)

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This reporting requirement applies only to certain non-clerical employees whose positions are classified at GS-15 or below (including FS equivalents, SGEs, PSCs, and FSNs), the duties of which involve the exercise of significant discretion in certain sensitive areas, such as contracting and procurement. NOTE: PAS employees, Senior Foreign Service officers, members of the Senior Executive Service and Schedule C employees are not required to file the OGE-450. Clerical employees, regardless of grade or type of appointment, need not file.

Mission EXOs and Bureau AMS officers are responsible for distributing blank Confidential Financial Disclosure Forms (OGE-450) and related materials. We encourage all filers to begin gathering the necessary information and complete the forms as soon as possible after September 30th, the end of the reporting cycle. Overseas, Executive Officers also collect and forward completed forms to the appropriate RLA, after an intermediate review by mission controllers for certification. The RLA's will then certify and submit the forms to GC/EA by December 1, 2005. In Washington, AMS officers will collect and forward completed forms to GC/EA by

October 31, 2005 for certification, after an intermediate review by their bureau controller or chief program/budget officer.

The responsibilities of controllers or chief program/budget officers and RLA's in the OGE-450 process include the need to be sensitive to the fact that these reports contain personal and confidential financial information. All personnel must ensure that these reports are handled, transmitted, and maintained in a manner consistent with the Privacy Act.

This year, employees will be able to use an OGE-450 form that can be completed on-line. The forms may be accessed on-line through the USAID intranet forms page ([http://inside.usaid.gov/forms/fr450fill\\_03.pdf](http://inside.usaid.gov/forms/fr450fill_03.pdf)) or through the National Finance Center (NFC) Employee Personal Page. Those having access to the NFC must have a Personal Identification Number (PIN) to gain access to the employee personal page. The NFC site will allow the user to complete the form on-line and save the information for later updates. These two electronic processes are voluntary and meant to be a convenience for filers. Currently there are no provisions for the forms to be electronically transferred or to accept electronic signatures. If you choose to complete your report on-line, you are still required to submit a signed and dated hard copy of the report to your AMS or EXO not later than October 31st, 2005.

Point of Contact: Any questions concerning this Notice may be directed to Linda Greiner, GC/EA, (202) 712-0151, or Dan Stoll, GC/EA, (202) 712-1076.

Notice 0941

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
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